

TRANSMITTAL SLIP	
TO: OLL Registry 3 July	
ROOM NO.	BUILDING
REMARKS: <i>Edith</i> <i>Per your recent note, I believe you (OLL Reg.) have the copy files response Copy on this = OLL 85-1420/1</i>	
STAT	
FROM:	
ROOM NO.	BUILDING

ACTION

OLL 85-1420

Office of Legislative Liaison

Routing Slip

TO:	ACTION	INFO
1. D/OLL		X
2. DD/OLL		X
3. Admin Officer		
4. Liaison		
5. Legislation	X	
		X
		X
		X
10.		
SUSPENSE	21 May 85	Date

Action Officer: _____

Remarks: _____

(AO FORWARDED TO
ACTION COMPLETED + DOLL DID CONCUR - JUNE
1985)

14 May 85
Name/Date

Sanitized Copy Approved for Release 2010/02/23 : CIA-RDP87M01152R000100110021-1

TRANSMITTAL SLIP		DATE
TO:		
OLL		
ROOM NO.	BUILDING	
REMARKS: 7B24 HQS		

FROM:		
RRD/OIS/DDA		
ROOM NO.	BUILDING	EXTENSION
1105 Ames Blvd.		
REPLACES FORM 308 WHICH MAY BE USED.		

FORM NO. 241
1 FEB 55

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File: Reg

13 May 1985

MEMORANDUM FOR: Executive Director
 Deputy Director for Intelligence
 Deputy Director for Operations
 Deputy Director for Science and Technology
 General Counsel
 Inspector General
 Comptroller

LEGISLATIVE LIAISON

85-1430

STAT FROM: [redacted]

Chief, Regulatory Policy Division

STAT SUBJECT: Proposed Revision of [redacted] Handbook of
 Required Regulatory Readings (Job #937)

STAT FOR YOUR CONCURRENCE OR COMMENTS:

1. This proposed revision of [redacted] was initiated by the Regulatory Policy Division to provide all personnel with an up-to-date statement of basic Agency policy governing their employment and conduct. This handbook is a digest of all pertinent regulatory issuances that employees must read periodically. Included for the first time is a Preface which provides an abstract of those portions of Executive Order 12333 which are applicable to the Agency. The chapters on security, safety and health, personnel, and logistics have been substantially revised and new paragraphs concerning computer security, smoking, leave, termination of employment, parking, mail, and medical assistance have been added. In addition, the requirement for employees to read the handbook has been changed from once to twice a year to ensure greater familiarity with Agency policy.

2. You will note that the appendices containing the Executive orders are not included. They will be incorporated at the time of publication.

3. Please forward your concurrence and/or comments to the undersigned by 4 June 1985. Concurrence sheets are attached for your convenience.

STAT Attachments:

- A. Concurrence Sheet
- B. Proposed Revision of [redacted]

cc: AO/DCI OS
 SSA/DDA OTE
 D/OIS OMS
 OP OIT
 OF OLL
 OL PAO
 OC